

Using the PreViser Oral Health Information Suite™ (OHIS™) with a USB Flash drive

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Using the PreViser Oral Health Information Suite™ with a USB flash drive:

This configuration allows you to use the OHIS™ in situations with specific needs such as the following:

- You have multiple users using the same computer(s) but who should not have access to view other users' data. For example, in a hospital setting where multiple doctors are using the tools yet for HIPAA-compliant privacy, they need to keep their patients' data private, and should not be sharing the same data file for all patients' records.
- You will be using the program in different locations on different computers that are not networked together. For example, if you work at two different clinics, you could keep your data with you and have access to all your records, no matter where you are working.

Note that if you configure the computer to use the USB flash drive for the data file, you cannot use the program without a USB flash drive with the PreViser data file on it, unless you manually change the configuration of the DSN to point back to the local data file.

Notes:

- If you configure the computer to use the USB flash drive for the data file, you cannot use the program without a USB flash drive with the PreViser data file on it, unless you manually change the configuration of the DSN to point back to the local data file.
- Note that the program is named the Oral Health Information Suite™, referred to here as OHIS™, but you may also see references to the program with the name “RiskCalculator™,” an earlier name for the software.
- Close the OHIS™ program while you are making updates and configuration changes.

A notice about backing up your data file:

It is critical that you protect and back up your data on a schedule corresponding to the level of work it would require to re-create that information in case of a major loss of data. In other words, if you are updating your data every day, but would be willing to re-entering the data lost in one day, you might want to do a daily backup. If you are updating your data extensively every hour and could not manage re-entering data you would lose in an entire day, you might want to perform hourly backups. Whatever interval of time that you are comfortable with having to re-enter lost data should guide how frequently you schedule a backup.

The key data you need to preserve (your patients' records and information you have entered into the PreViser OHIS™) resides in one place within the application's structure. This means you only need to pay attention to that single file in your backup activities. The crucial data file is named “**prevdbe.mdb**”. It is located within a folder named `_Database` within the main application folder (PreViserRC).

Please refer to the “Disaster Recovery” section in your PreViser User’s Guide or on the PreViser Support website for more details and information about backing up this file on your computer and to an off-site location. That data is **only** located on your local hard drive(s) and is not transmitted to PreViser’s servers, so protecting that file is vital.

That single data file, `prevdbe.mdb`, is the file that you will be stored and accessed on your USB flash drive. The rest of this document shows you how to configure your computer so the PreViser data will be stored on that drive. This will allow different individuals to use the program on the same computer but keep their patient data private and separate.

Remember, if you share this file on a network, it is available to all users on the network, which also leaves it vulnerable to attacks or corruption from a virus from any computer on that network. You can reduce your potential exposure to this type of damage with good network security policies, virus protection software, and regular data backup.

High Level Steps:

- 1) Install the OHIS™. This installs the necessary components and a data file on the computer you will be using.
- 2) Install the USB flash drive as per the drive’s instructions. The USB drive will now appear as a drive letter on your computer (for the examples in these instructions, drive E:\).
- 3) Copy the data file from PreViser onto the flash drive.
- 4) [Reconfigure the Data Source Name \(DSN\)](#). This tells your client computer to ignore the local data file on that client computer, and instead, use the data file on the flash drive.

5) [Test the Configuration.](#)

Detailed Steps:

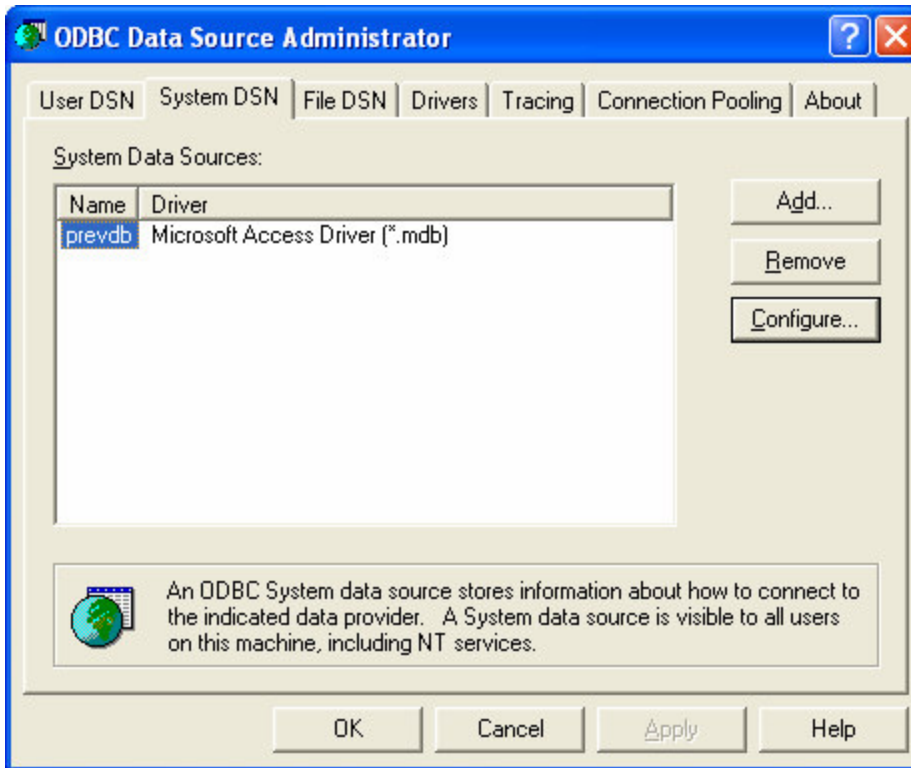
(Note: The steps in this section need to be performed on each and every Client machine on which you will be using the OHIS™ with a USB flash drive.)

I. Copying the data file to the USB flash drive

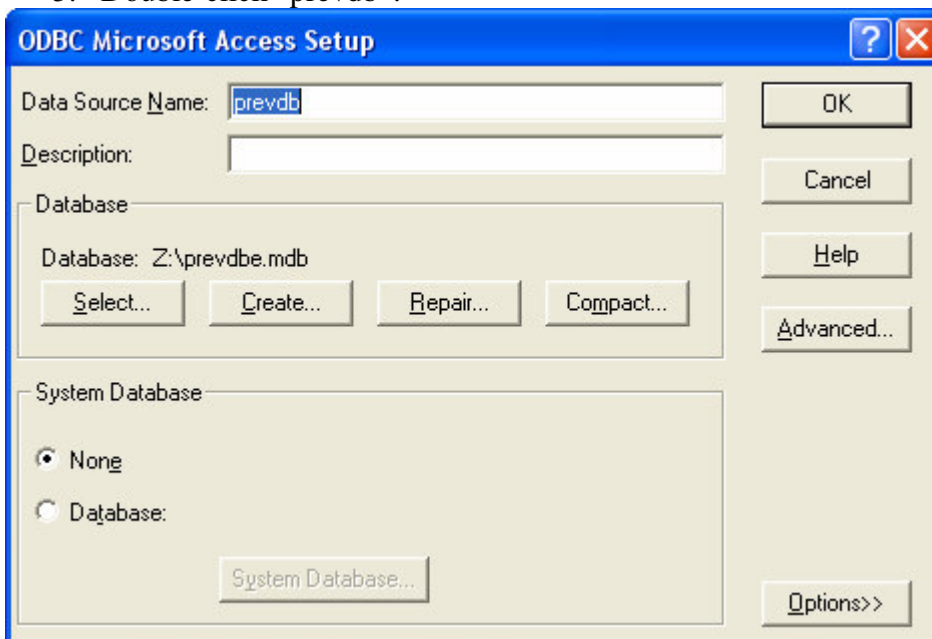
1. Install the OHIS™ software on the workstation.
2. Install the USB flash drive according to the instructions for the drive. The USB drive will now appear as a drive letter on your computer (for example, drive E:\).
3. Browse to the data file in the PreViser program folder. If you installed the software keeping all the default settings, the database folder is located in the folder “C:\Program Files\PreviserRC\.” Open “PreviserRC” and open the subfolder “_Database.”
4. Copy the data file, called “prevdbe.mdb” (located in “_Database” folder), and paste it to the USB drive (in this example, drive E:\).

II. Reconfiguring the DSN

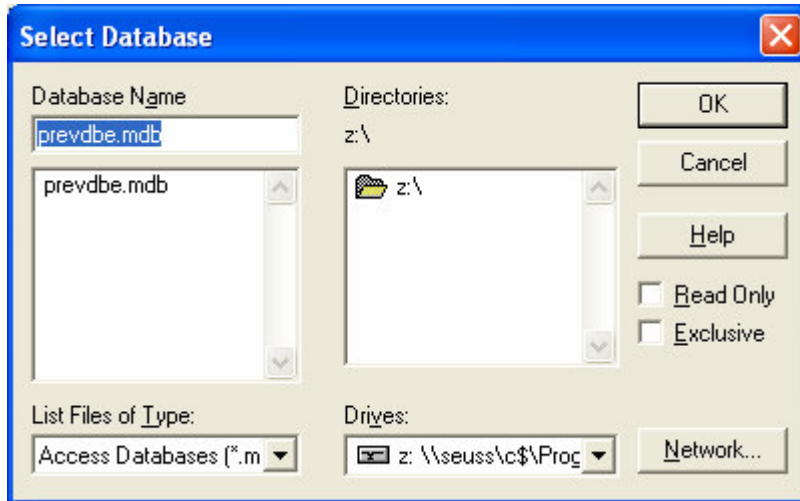
1. Open Control Panel on your computer (Click Start→Settings→Control Panel, or double-click on My Computer from your desktop, then double-click on Control Panel).
2. Open “Administrative Tools” (double-click on that icon). *Note: If your computer is set to “Category View” when you open the Control Panel, you will have one extra step at this point; you will see the heading “Pick a category” and you should click on the link “Performance and Maintenance” then click on “Administrative Tools” on the next screen.*
3. Open “Data Sources (ODBC)” (double-click on that icon). This will open the ODBC Sources Administrator window.
4. Click the “System DSN” tab. (You will see a view of the ODBC Data Sources Administrator window as shown below.)



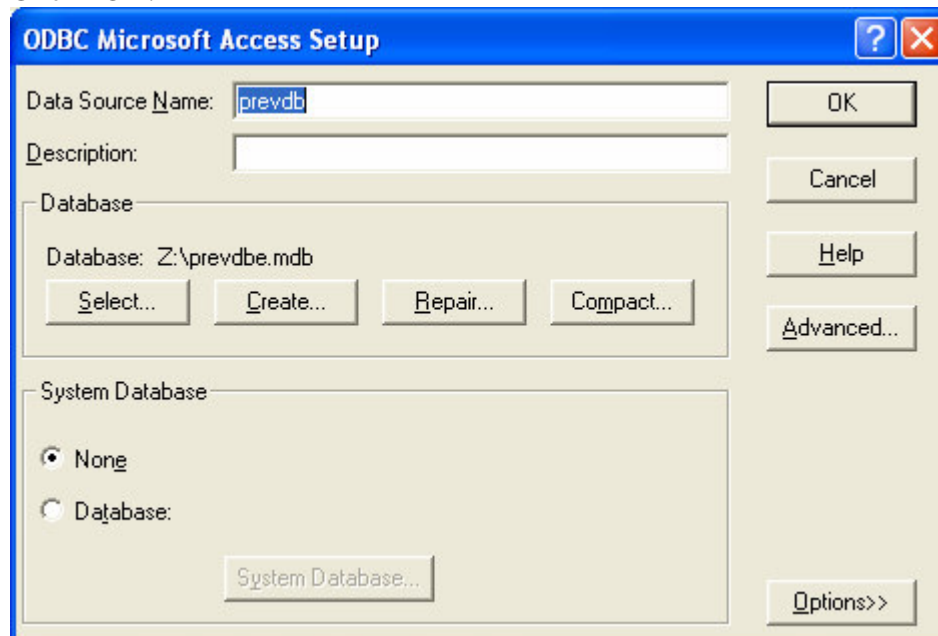
5. Double-click “prevdb”.



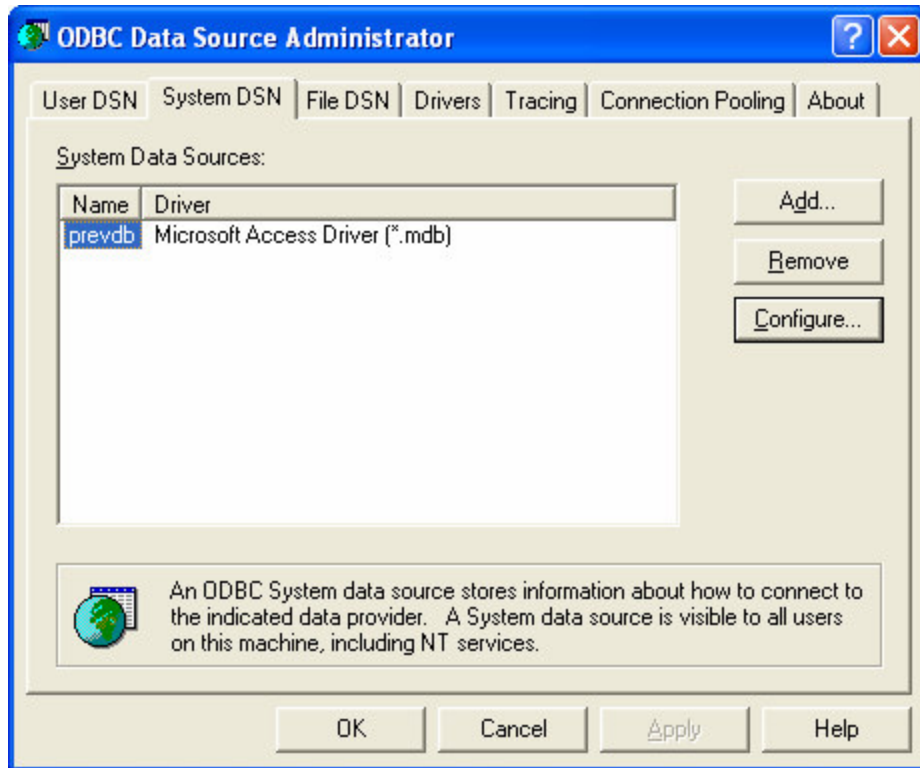
6. In the “Database” Section, click “Select.”



7. Select “prevdbe.mdb” from the “Database name” text screen (by clicking once on that file name in the list, so it appears as above in the Database Name field).
8. Your next step is to select the appropriate drive letter in the Drives list (select the drive letter that you designated for the USB flash drive, for example, “e:”).
9. Click “OK.”
10. You are now back at the “ODBC Microsoft Access Setup” screen (shown below).
11. Click “OK.”



- a. You are now back at the “ODBC Data Source Administrator” screen (shown below). Click “OK.”



- b. Your “Data Source Name” should now be correctly reconfigured. You may close the Administrative Tools window. You should go on to the next section to check your setup.

Testing the Configuration:

After completing all the above steps, you should test to ensure you have configured things correctly. Open the OHIS™ application (with your USB flash drive still plugged in). You should be able to open the program with no errors. If you then remove the USB flash drive, and then try to open the OHIS™ program, you will get an error message with the heading “ODBC Microsoft Access Driver Login Failed.”

You should see the same information on each computer when you are using that USB flash drive and have configured the computer’s DSN to point to the prevdb.mdb file on the flash drive. You may check the setup by confirming that key components, such as the data on your Options page, display the correct information and changes are retained.

Further Help:

If you have further questions, comments, or feedback about using the OHIS™ on your network, please feel free and welcome to contact PreViser Support. During business hours, we may be reached by phone at 360-661-5763 or by email at

support@previser.com; you may also find what you are seeking on the PreViser Support Center at <http://support.previser.com>.

In order for you to set up the Oral Health Information Suite™ to run on your network, we are assuming:

- You have full administrative privileges to the computer(s) you will configure.
- You know the system requirements, and how to install and set up the application itself. If you need help with this, please refer to the [Installation Guide](#) posted on the Support site.